

# Anoto penDocuments



## User's Guide

*Anoto*

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## About digital pen and paper

An Anoto Digital Pen looks and feels just like an ordinary ballpoint pen. The digital pen has the capability of capturing information of what, where, and when the user writes. Any paper product can be used with the digital pen as long as it has the unique Anoto dot pattern printed on it. The information captured by the pen can easily be transferred from the pen to, for example, a mobile phone or a PC.

You can find more information about the company Anoto AB and the technology of digital pen and paper on the Anoto penDocuments web site, [www.pendocuments.com](http://www.pendocuments.com).

## About Anoto penDocuments

Anoto penDocuments is a digital writing application that applies Anoto pattern to the documents you print. Then, after you have written on the document with a digital pen and docked the pen in the cradle connected to the PC, Anoto penDocuments merges everything you have written using the digital pen with the document. The result will be a PDF copy of the physical document with the original layout and the strokes.

With Anoto penDocuments comes a license for printing of 1280 pages with pattern. (Anoto also offers a refill containing a license for printing of additional 6144 pages with pattern.)

This document guides you in how to install Anoto penDocuments and how to use it in your daily work with different types of documents. For more help on every topic, see the help in the Anoto penDocuments application.

**NOTICE** For future maintenance register here: [www.pendocuments.com](http://www.pendocuments.com).

### PC requirements

- Windows® XP SP2, or Windows Vista® (32-bit)
- PDF viewing software, for example, Adobe® Reader

### Pen requirements

- Anoto Digital Pen DP-201

### Printing requirements

Anoto penDocuments is designed to print A4, US letter and US legal size documents.

It is strongly recommended to print the paper on an Anoto qualified printer. The qualified printers are listed on the Anoto penDocuments web site, [www.pendocuments.com](http://www.pendocuments.com).

If using another printer the following are the minimum requirements:

- Color laser printer
- Output of 600dpi or a multiple thereof (1200, 1800, 2400, ...)
- PostScript Level 3 (PS3) driver, or capable of PS3 emulation

### User account requirements

- The person installing Anoto penDocuments must have administrator rights on the PC (no such requirements for the person running Anoto penDocuments).

## Installing Anoto penDocuments

You find the installation program on the Anoto penDocuments CD.

**Note:** If Maxell docking director is installed on your PC, we recommend that you uninstall it before installing Anoto penDocuments, see *Anoto penDirector as part of Anoto penDocuments* below.

1. Insert the Anoto penDocuments CD in the CD drive on your PC. The installation program starts automatically (if it has not started after a few seconds, navigate to your CD drive and double-click on the file *penDocuments.exe*).
2. Follow the instructions on the screen; the software installer will guide you through the installation process. **Note:** If you choose to install in another folder than the suggested one, use only the characters 0-9, a-z, and A-Z in the path name.

Ghostscript is included and automatically installed when you install Anoto penDocuments. If you have the Logitech pen PC software installed ("Logitech io2 Software" in "Control Panel > Add or remove programs"), you will be prompted to uninstall it.

### Anoto penDirector as part of Anoto penDocuments

When you install Anoto penDocuments, Anoto penDirector is automatically installed – if Anoto penDirector or Maxell docking director is not already installed. **Note:** If you have Maxell docking director installed and do not use it for any application on the PC, we recommend that you uninstall it before installing Anoto penDocuments. The Maxell docking director is called "Maxell Digital Pen Infrastructure DAS" in "Control Panel > Add or remove programs". Anoto penDirector will then automatically be installed together with Anoto penDocuments.

When Anoto penDirector has been installed, this icon appears in the system tray: 

### Getting started with the digital pen

Attach the cradle to a USB port on your computer, and then dock your digital pen in the cradle. When you dock your digital pen for the first time, Windows will detect your digital pen as new hardware and finalize its installation.

The general use of the digital pen is described in the pen description that comes with the pen. The pen is docked to the PC to transfer data and to charge the pen battery. You should fully charge your pen before using it the first time. Charging may take up to two hours. When your pen is fully charged, the battery icon on the pen will show solid green (not flashing).

## Getting started with Anoto penDocuments

Anoto penDocuments can be run in any of the following ways:

- Double-click on the Anoto penDocuments icon on your desktop.
- Select **Start > Programs > Anoto > penDocuments > penDocuments**.
- Double-click on the Anoto penDocuments icon in the Windows system tray.
- Right-click the Anoto penDocuments icon in the Windows system tray and select **Open**.

Anoto penDocuments is as default configured to start automatically when the digital pen is docked in the cradle and new data is available in the pen, see *Docking scenarios* on page 9.

### Registering

To use Anoto penDocuments, registration is required. You are asked to register when you run Anoto penDocuments the first time, and guided through the process. Because Anoto penDocuments uses an online registration process, make sure your computer is online before attempting to register.

You find your Product License Key (PLK) for registration on a sticker on the CD folder in the Anoto penDocuments package.

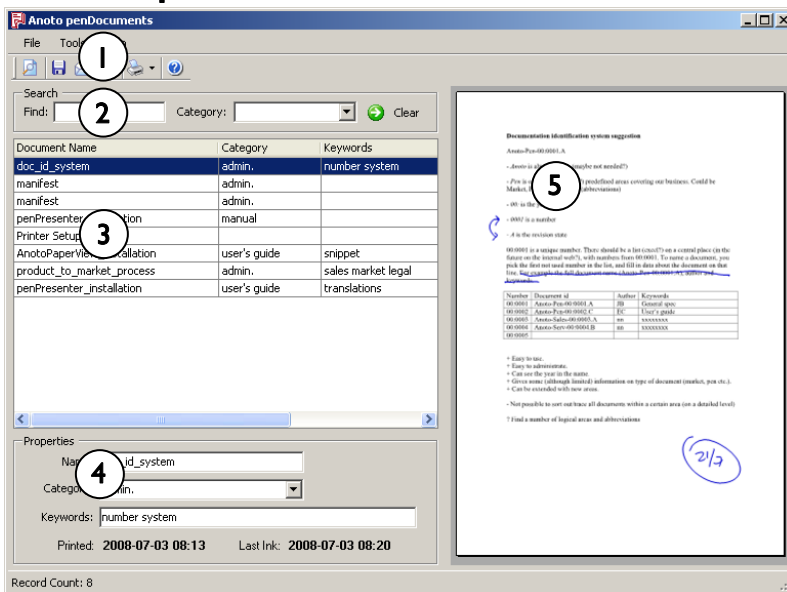
If you want to unregister to, for example, move the license to another PC, you can do so in the **Help** menu in Anoto penDocuments. When you have unregistered, you will be asked to register again next time the Anoto penDocuments application is started.

### Adding a printer

When you run Anoto penDocuments the first time you are asked to define a physical printer as the Anoto Print printer (an Anoto qualified printer is strongly recommended). The instructions on the screen guide you through the process. The instructions also include a test of Anoto penDocuments with the printer.

1. In the Add Printer dialog:
  - select a printer that you want to use with Anoto penDocuments in the drop-down list,
  - select the printer type that corresponds to the printer you selected above (all Anoto qualified printers available at the time of the Anoto penDocuments release are listed in the drop-down menu, as well as the option non-qualified printer. For minimum printer requirements see *Printing requirements* on page 3),
  - select default paper size.
2. Click **Next**.
3. Click **Print** to print a test page on the printer you selected.
4. To test that Anoto penDocuments works, write with your digital pen on the test page and dock the pen in the cradle connected to the PC. The paper with your strokes should appear on the right, in the Anoto penDocuments main window (the document preview section).

# The Anoto penDocuments interface



1. Menu and toolbar; help you manage your documents and configure Anoto penDocuments.
2. Search tool; lets you filter and search the document list.
3. Document list; lists your Anoto penDocuments documents, and can be customized in a number of ways, including which columns are displayed, column width, and document sort order.
4. Properties; displays key information about the document you have highlighted in the document list, and lets you update the document's name, what category the document belongs to, and what keywords you want to add to the document for easier search. When the document was printed and when you last wrote something on the document (last ink) is also shown here.
5. Document preview; displays a preview of the document you have highlighted in the document list. By double-clicking on the preview, the document will open in your PC's default PDF viewing software (Adobe® Reader® or similar).

## The menu

File Tools Help	
<b>File</b>	
Open PDF	Opens the selected document in your computer's default PDF viewing software, for example, Adobe Reader.
Save As	Saves a copy of the selected document (PDF) to the folder of your choice.
Email	Opens a new e-mail message with the selected document attached as a PDF. <b>Note:</b> For this to function properly, MAPI-compliant email software is required on your computer (for example, Microsoft Outlook, Microsoft Outlook Express, Lotus Notes, GroupWise, Eudora, and more recent versions of AOL).
Print	Prints a copy of the selected document (opens Windows' print dialog).
Delete	Deletes the selected document.
Print Document Template	Opens the Print Document Template dialog (see <i>To print a document template</i> on page 13).

Exit	Exits Anoto penDocuments.
<b>Tools</b>	
Pages Remaining	Displays the number of Anoto pattern pages remaining for use. Also, if you have a Pattern Refill PLK you can type it here for more pattern pages (requires online connection). This PLK is on a sticker on the pattern refill CD (separate product).
Refresh	Updates the document list display.
Add Printer	Starts the Add Printer wizard (see <i>Adding printers</i> on page 10).
Document Profile	Opens the Document Profile dialog (see <i>Managing document profiles</i> on page 12).
Options	Opens the Options dialog. From the here you can handle printers (see <i>Adding printers</i> on page 10), categories (see <i>Managing categories</i> on page 11), view/search functions (see <i>Defining view and search in the document list</i> on page 11), document templates (see <i>Managing document templates</i> on page 12), user tags (see <i>Managing user tags</i> on page 10), and some application settings.
<b>Help</b>	
Help	Opens a help file with detailed information about Anoto penDocuments.
Product Homepage	Opens a web browser and points to the Anoto penDocuments web site.
Unregister	Opens the Product unregistration wizard. Product unregistration is useful if you want to move Anoto penDocuments to another computer. You will be asked to register again next time you start the Anoto penDocuments application.
About Anoto penDocuments	Opens the About dialog, where product version information is displayed.

## The toolbar



Anoto penDocuments toolbar buttons let you perform common tasks quickly.

Open PDF	Opens the selected document in your PC's default PDF viewing software, for example, Adobe Reader.
Save As	Saves a copy of the selected document to the folder of your choice.
Email	Opens a new e-mail message with the selected document attached as a PDF. <b>Note:</b> For this to function properly, MAPI-compliant email software is required on your computer (for example, Microsoft Outlook, Microsoft Outlook Express, Lotus Notes, GroupWise, Eudora, and more recent versions of AOL).
Delete	Deletes the selected document.
Print	Prints a copy of the selected document in one of two ways: - Print with Anoto pattern on an Anoto Print printer (opens Anoto print dialog) - Print without Anoto pattern on your default Windows printer (prints direct)
Help	Opens a help file with detailed information about Anoto penDocuments.

## Basic use of Anoto penDocuments

Using Anoto penDocuments consists of three main activities:

1. Printing the document with the Anoto pattern.
2. Writing on the document with a digital pen and docking the pen in the cradle.
3. Managing the resulting PDF with Anoto penDocuments.

Step 2 can be done several times on the same printed document. It is inappropriate to use the same pen on printouts from two different installations.

The three activities are described in this chapter.

### Printing

The Anoto Print printer applies the Anoto pattern to your document, then sends the entire print job to the physical printer you have selected.

**Note:** Because the Anoto pattern makes print jobs larger, you may notice some slightly longer print times.

### *Printing with pattern*

You print the document on a printer you have added as your Anoto Print printer (see *Adding a printer* on page 5).

#### Printing from a standard application, for example Microsoft Word or Excel:

1. Open the document in, for example, Microsoft Word or Excel.
2. Click **Print** to print the document. The Print dialog opens.
3. Select **Anoto Print** in the printer drop-down list. Click **OK**. Anoto penDocuments Print dialog opens. (Note that you do not select number of copies in the ordinary print dialog, but in the Anoto penDocuments Print dialog that opens.)
4. If applicable, change physical printer, number of copies, user tag (see *Managing user tags* on page 10), and document profile (see *Managing document profiles* on page 12) in the dialog.
5. Click **Print**.

#### Printing from Anoto penDocuments:

1. Highlight the document in the document list.
2. Click **File > Print** to print the document. The Print dialog opens. (Or click on the small arrow next to the printer icon in the toolbar and select **Print with Anoto pattern** to directly open the Anoto penDocuments print dialog.)
3. Select **Anoto Print** in the printer drop-down list. Click **OK**. Anoto penDocuments Print dialog opens. (Note that you do not select number of copies in the ordinary print dialog, but in the Anoto penDocuments Print dialog that opens.)
4. If applicable, change physical printer, number of copies, user tag (see *Managing user tags* on page 10), and document profile (see *Managing document profiles* on page 12) in the dialog.
5. Click **Print**.

Every printed document will include the following (not visible on the electronic copy of the PDF):

- The document will be covered with Anoto pattern, giving the paper a light grey appearance.

## Anoto penDocuments

- In the lower left corner of the page, you will see a series of numbers printed. These represent the address for that page of Anoto pattern.
- In the bottom center of the page, you will see an Anoto functionality statement: "Paper compatible with Anoto functionality".
- In the lower right corner of the page, you will see a traceability code and the user tag, if one was selected (for user tags, see *Managing user tags* on page 10).

### ***Printing without pattern from Anoto penDocuments***

If you want to print your document without pattern:

1. Highlight the document in the document list.
2. Click on the small arrow next to the printer icon in the toolbar. In the drop-down menu select **Print without pattern**. The document is printed on your default printer.

### **Writing and docking**

Writing with a digital pen on documents printed for use with Anoto penDocuments is very much like using any other pen. See the document *Anoto Digital Pen DP-201 User's Guide* for general use of the digital pen.

Dock the pen in the cradle connected to your PC to transfer what you have written to the Anoto penDocuments application.

### ***Docking scenarios***

When you dock the pen in the cradle, the pen data is transferred to the Anoto penDocuments application. You can set what you want to happen next;

- Automatically start Anoto penDocuments (default)
- Automatically open the document in a PDF viewer
- Nothing

This is called the Download mode and is set as part of the document profile (see *Managing document profiles* on page 12). If you do not set the Download mode, Anoto penDocuments will automatically start when you dock the pen (if the pen contains new data for the Anoto penDocuments application).

### **Managing the resulting PDF**

Once you have written on the document you can manage the digital copy of the document with the pen strokes in different ways. All these options are explained in the next chapter, *Configuration of Anoto penDocuments*.

### **Exiting Anoto penDocuments**

To exit Anoto penDocuments, select **File > Exit** or click on the x in the top right corner. All documents in the document list and all settings made will be saved in the application.

## Configuration of Anoto penDocuments

If you want to use Anoto penDocuments for more than the most basic scenario, you can configure it for your needs with the settings described in this chapter.

### Saving a document

A document is automatically saved in the Anoto penDocuments application when you have printed it on the Anoto Print printer. It is saved in the name according to the naming principle in the document profile (see *Managing document profiles* on page 12).

You can also save a document as a PDF outside the Anoto penDocuments application, in a place you choose.

1. Highlight the document in the documents list.
2. Select **File > Save As**. A dialog opens.
3. Browse for a place where to save the file, and give the file a name. Click **Save**.

You can also get an automatic copy of your document in a folder in **My documents**. You set this option in the document profile (see *Managing document profiles* on page 12). The default location can be changed in **Tools > Options > Advanced**

### Deleting a document

You can delete a document from the document list in Anoto penDocuments.

1. Highlight the document in the document list.
2. Select **File > Delete**. The document is deleted from Anoto penDocuments.

If you have saved the document outside the Anoto penDocuments application, that copy of the document will not be affected.

### Adding printers

When you started Anoto penDocuments the first time, you defined a printer for Anoto Print.

To add more printers for Anoto Print:

1. Select **Tools > Add Printer**. A dialog box opens.
2. Browse for a printer that you want to use with Anoto penDocuments (an Anoto qualified printer is strongly recommended), and the printer type (see *Adding a printer* on page 5).
3. Click **Next**.
4. Click **Print** to print a test page on the printer you selected in step 2.
5. To test that Anoto penDocuments works, write with your digital pen on the test page and dock the pen in the cradle connected to the PC. The paper with your strokes should appear in the document preview section in Anoto penDocuments.

### Managing user tags

A user tag is text you choose to add to the document to recognize the document as yours, for example your name. The user tag is printed as a suffix to the traceability code in the lower right corner of the page.

To define a user tag:

1. Select **Tools > Options**. A dialog box opens.
2. Select the tab **User Tags**.

3. Click **Add**. A dialog box opens.
4. Type the name that you want for a user tag. Click **OK**.
5. Click **Close**.

If you have one user tag defined, that user tag will always be applied when printing. If you have two or more user tags defined, you will need to manually select the user tag to be applied.

To apply a user tag when printing a document (when there are more than one defined):

- Select user tag for a document in the Anoto Print dialog when you print the document.

To remove a user tag:

- Highlight the user tag in the user tag list (**Tools > Options > User Tags**) and click **Remove**.

### **Adding keywords to a document**

To make it easier to find a document with the search function, you can add keywords to the document.

1. Highlight the document in the document list.
2. Add keywords in the Properties section below the document list. Separate keywords with a space.

### **Managing categories**

You can sort your documents in categories to make it easier to search among them.

To define a category:

1. Select **Tools > Options**. A dialog box opens.
2. Select the tab **Category**.
3. Click **Add**. A dialog box opens.
4. Type the category name. Click **OK**.
5. Click **Close**.

To remove a category:

- Highlight the category in the categories list (**Tools > Options > Category**) and click **Remove**.

To add a category to a document:

- Highlight the document in the document list and select a category from the drop-down list in the Properties section. You can also type a temporary category in the drop-down field. This category will not be part of the category list in **Tools > Options**, but is visible in the document list and can be used for searching.

### **Defining view and search in the document list**

You can set which columns you want to be visible in the document list, and which ones of them that should be searchable from the Search section.

1. Select **Tools > Options**. A dialog box opens.
2. Select the tab **View/Search**.
3. Check the items you want to be visible, and the ones you want to be searchable. Click **Close**.

## Searching for a document

You can use the search tool in Anoto penDocuments to search for a document among the documents in the document list. The searchable characteristics must first have been set (see *Adding keywords* and *Managing categories* above).

1. In the Search section, select category to search within and/or type a key word.
2. Click **Search**. The documents that match the search criteria are listed in the document list.

Click **Clear** to remove all search criteria and display all documents again.

## Managing document profiles

Document profiles help automate actions in Anoto penDocuments. A document profile consists of different settings and is used to easily give a document the predefined settings when printing.

To define a document profile with a document:

1. Select **Tools > Document Profile**. The Document Profile dialog opens.
2. Click **Add profile**. The Add Document Profile dialog opens.
3. Profile name: Give your profile a name.  
 Category: Select a category from the list (see *Managing categories* on page 11).  
 File Naming: Select a naming principle from the list.  
 Copy to default folder: If an automatic copy should be created (see *Saving a document* on page 10).  
 Download Mode: Select what should happen when the pen is docked in the cradle (start Anoto penDocuments, open a PDF viewer, or nothing).  
 Click **OK**. The dialog closes.
4. Click **Close**. The dialog closes.

From the Document Profile dialog you can also edit the document profile, set it as default, and remove a document profile. Note however that because a document profile is applied to every document you print, you must always have at least one profile in the list. Thus, you cannot delete a document profile from the list if it is the only one.

To use a document profile:

- Select a document profile for a document in the Anoto Print dialog when you print the document.

You can make changes to a document profile at print time. Simply click **Show profile details** in the Anoto Print dialog. This will only affect the current print job.

## Managing document templates

Document templates give you a fast way to print the documents you use often. A number of document templates come with the installation of Anoto penDocuments and you can also define your own document templates. Only PDF files can be used as document templates. When you want to print a document template, you still use a physical printer that you have added as an Anoto Print printer.

To define a document template:

1. Select **Tools > Options**. The Options dialog opens.
2. Select the tab **Document templates**.
3. Click **Add**. The Document Template dialog opens.

4. Type a name for the document template, browse for the file (PDF) that should be the document template, and select a document profile (see *Managing document profiles* on page 12). Click **OK**.

**Note:** Unlike "normal" Anoto Print printing, you cannot edit the document profile for a document template at print time.

To print a document template:

1. Select **File > Print Document Template**. The Print Document Template dialog opens.
2. Browse for the document template you want to print, the physical printer you want to use, and a user tag you want on the printed document (see *Managing user tags* on page 10). Select number of copies.
3. Click **Print**.

### User scenario with configuration

This is an example of a user scenario where you use some of the configuration facilities described in the previous sections.

1. Open the Anoto penDocuments application.
2. Add a user tag, for example *JohnSmith* (**Tools > Options > User Tags > Add > [JohnSmith] > OK > Close**).
3. Define a category for sorting, for example *Specification* (**Tools > Options > Category > Add > [Specification] > OK > Close**).
4. Define a document profile (**Tools > Document Profile > Add profile > [type a profile name, for example *Project*] [select category *Specification*] [select a naming principle] [select download mode *Automatically start Anoto penDocuments*] > OK > Close**).  
-----
5. Open a document in, for example, Microsoft Word or Excel.
6. Select **File > Print** to print the document. The print dialog opens.
7. Select **Anoto Print** in the printer drop-down list. The Anoto penDocuments Print dialog opens.
8. Select the default physical printer, a number of copies, the user tag *JohnSmith*, and the document profile *Project* in the dialog.
9. Click **Print**. The paper is printed on the default physical Anoto Print printer.
10. Write on the printed paper with your digital pen.
11. Dock the pen in the cradle. The document with the handwritten text is shown in the document preview section, in Anoto penDocuments.
12. Select category *Specification* and add keywords in the Properties section (with the document highlighted) to facilitate future searching.
13. Print the document with the pen strokes added; click on the small arrow next to the printer icon in the toolbar, and select if you want to print without pattern (on your default printer) or with pattern (on your Anoto Print printer).
14. Mail the document directly from the Anoto penDocuments program, with the strokes added; click **File > Email**.

## Tips and troubleshooting

### Changing installation folder when reinstalling

If you install Anoto penDocuments on a PC that has had Anoto penDocuments installed before, but in another folder, the primoConfig.ini file will not be updated. To correct this problem:

1. Uninstall Primo PDF.
2. Delete Anoto Print from your printers list.
3. Repair Anoto penDocuments, by launching the penDocuments.exe again.

### Changing PCs

Before you move the Anoto penDocuments installation to another PC:

1. Save documents you want to keep, e.g. using the Save-as function.
2. Unregister (**Help > Unregister**) on the old PC.
3. Uninstall Anoto penDocuments on the old PC.
4. Install and register Anoto penDocuments on the other PC.

### Protecting data in pen

It is possible to set a password that needs to be entered before what you have written is transferred from the pen to Anoto penDocuments. This tip requires that Anoto penDirector is used.

1. Put the pen in the docking station.
2. Right-click on the Anoto penDirector icon in the system tray, and select **Pen settings**. A dialog opens.
3. Click **Change password** and follow the instructions.
4. Remove the pen from the docking station.
5. Whenever the pen is docked in the future an **Unlock pen** dialog appears. It is possible to check the **Save password on PC** box which means that the password doesn't have to be entered each time when docked on this PC.

## Known limitations in this version of Anoto penDocuments

- If PrimoPDF is installed on the PC, it must be uninstalled before Anoto penDocuments is installed. A special version of PrimoPDF is installed with Anoto penDocuments and this can only be used for Anoto penDocuments.
- When using Anoto penDocuments to print an HTML document with pattern, the header and footer in the print-out will be slightly cut off (a few millimeters).
- Documents with file names with characters other than 0-9, a-z, A-Z will get strange names in the document list. It is however possible to update the name using other characters once it is in the document list, by changing the Name property in the Properties section below the document list.
- In some rare cases images in documents have not been fully printed. If this happens try to generate a PDF of your document and print that PDF with Anoto Print.

